Mobile
E-Commerce
Web
Intelligent
Solutions for
Enterprises

MECWISE® TIME MANAGEMENT

User Guide
For
End Users

Developed & Published by

Table of Contents

1 CONVENTIONS USED 4
2 QUERY BUILDER 7
3 INTRODUCTION 14
4 TMS TRANSACTION 15
4.1 TIMESHEET ENTRY 15
5 TMS SUPERVISOR 22
5.1 EMPLOYEE TIMESHEET APPROVAL 22

System Features

MecWise® Time Management System, part of the MecWise® Human Resource, is a fully integrated, comprehensive time management information /package which incorporates a complete range of business applications required in all areas of time management. MecWise® Time Management enables the processing of your Time Management efficiently, providing the built-in intelligence to assist managing payroll functions from recruitment to termination.

Consistency and Simplicity:
It is easy and simple to operate as menus and windows, together with on-line help messages govern the entire system. In addition each module is designed with the same operational procedure. New users need only to learn and be familiar with one module, and soon be familiar with all of them. Hence even users with no computer experience will find it easy to operate.

Flexible:
The system provides flexible master file maintenance for adding, modifying and deleting master file information respectively.

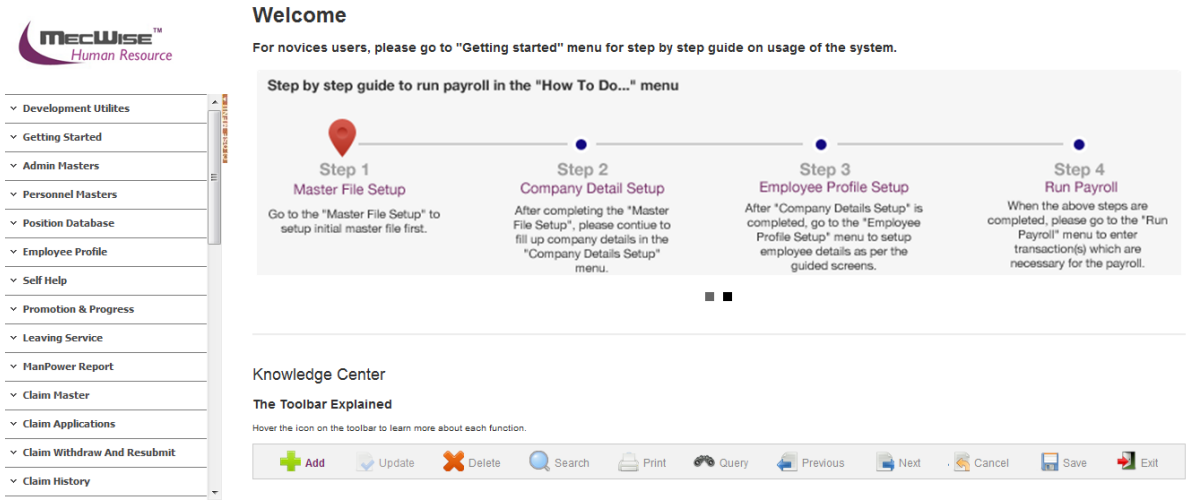
Popup windows/tables:
With the prompt windows, searches through files are made simple and it allows users to obtain prompt and accurate access data.

Reports provided:
Listing and statistical reports are provided too making checking and reporting purposes much more efficient and effective.

1 Conventions Used

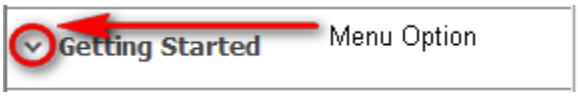
This section gives a detailed explanation of the conventions used in MecWise® Time Management System.

Upon login, the Welcome Screen will be displayed as below.

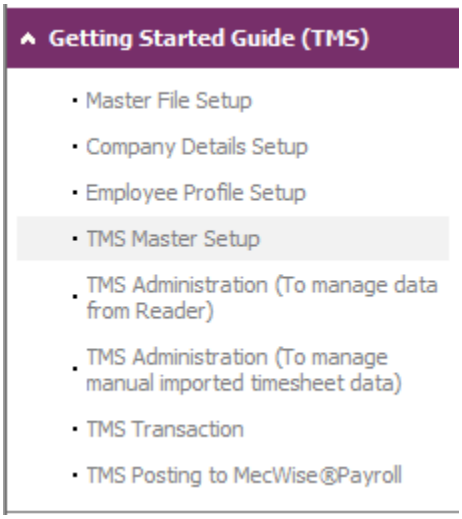


Welcome Screen

The left hand side of the Window contains the Menu.



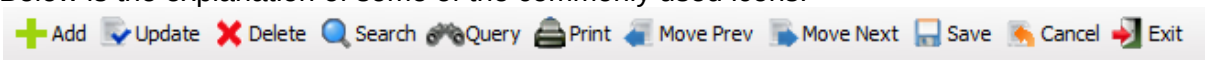
When clicking on any menu option, the option will expand to display sub-system's modules.



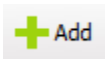
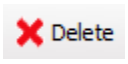
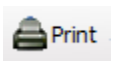
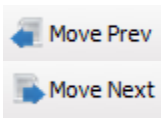
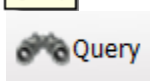
Modules

The Toolbar shows at the top of the screen when any of the modules are selected. It contains a row of icons for easy execution of commands.

Below is the explanation of some of the commonly used icons:



Toolbar

	Initiate a new record (Blank template).
	Update the existing information in the record.
	Deletes the current record.
	Search for records using a Query Builder.
	Search records for records with fields similar to that displayed on screen. If no fields are entered, system will display all available records under that module.
	Print current record in report form (if available).
	Access the previous/next record without having to exit from the current screen.
	Save most recent data entered in the record.
	Cancel the current operation.
	Return to header screen. This icon is usually displayed after the **Cancel button** is clicked on.
	If you have forgotten the functions any icon or come across an unfamiliar icon, place the mouse cursor over the icon for a few seconds. A description of the function will be displayed.

The Collapsible Panel is located under the Toolbar. It displays a browser listing the different records according to the user's specifications.

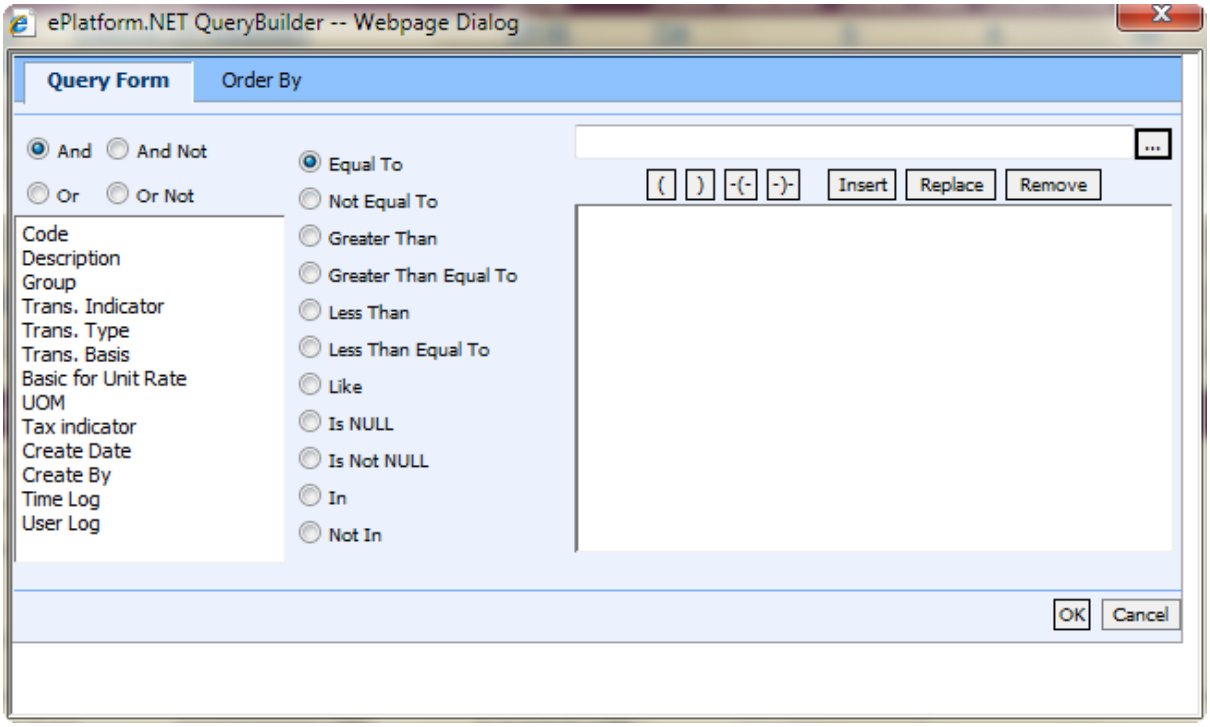
Collapsible Panel

(OR)

	Add new detail record
	Query Builder to query, filter and sort records for display in the browser.
	Export records from the browser to excel format.

2 Query Builder

The Query Form is for setting the criteria so as to display only a range of required records for viewing.



Query Form

These are some basic concepts and various signs used in the query form:

For Alphabetical Values:

a < b < c < ... < z.

For values that contain 2 or more alphabets, always start comparing the values from **left-to-right**.

Example 1: ad < ar
Reason: d is less than r

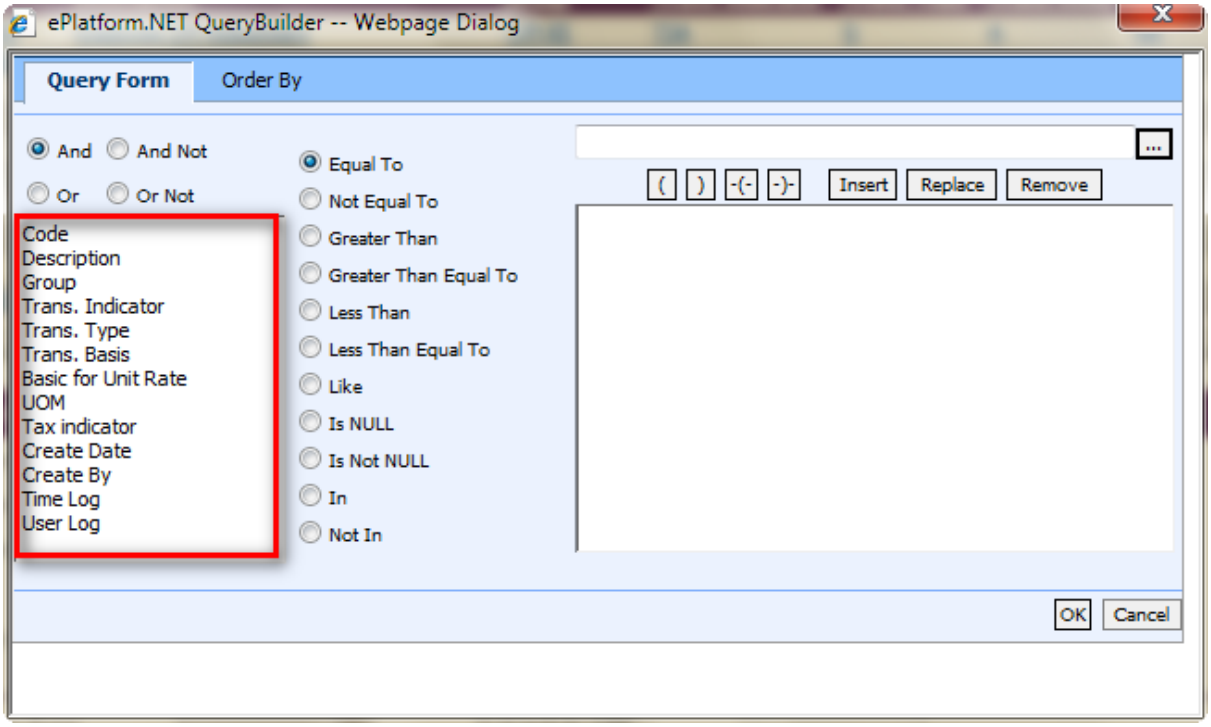
Example 2: bd < d
Reason: b is less than d

Example 3: bcd < bcf
Reason: d is less than f.

For Numerical Values:

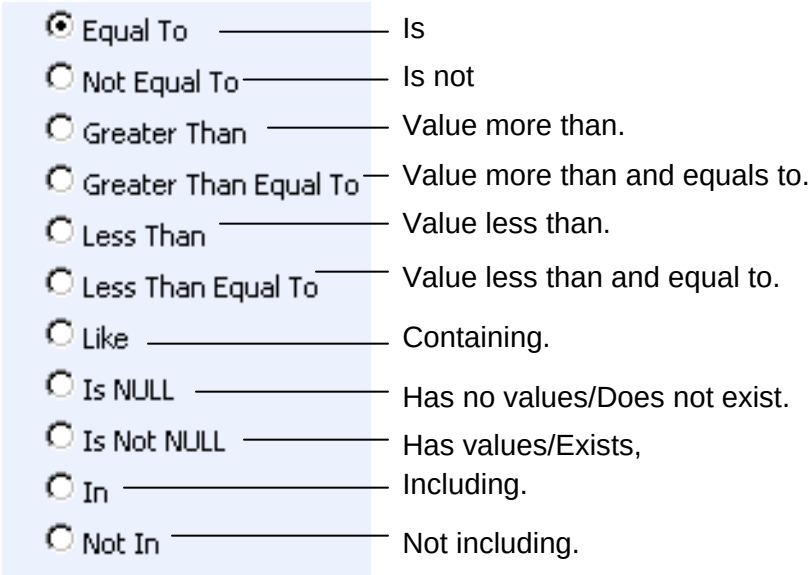
1 < 2 < 3 < ... ...

Using the Query form is essentially forming sentences specifying search criteria.
Firstly select the subject criteria from the screen on the left.

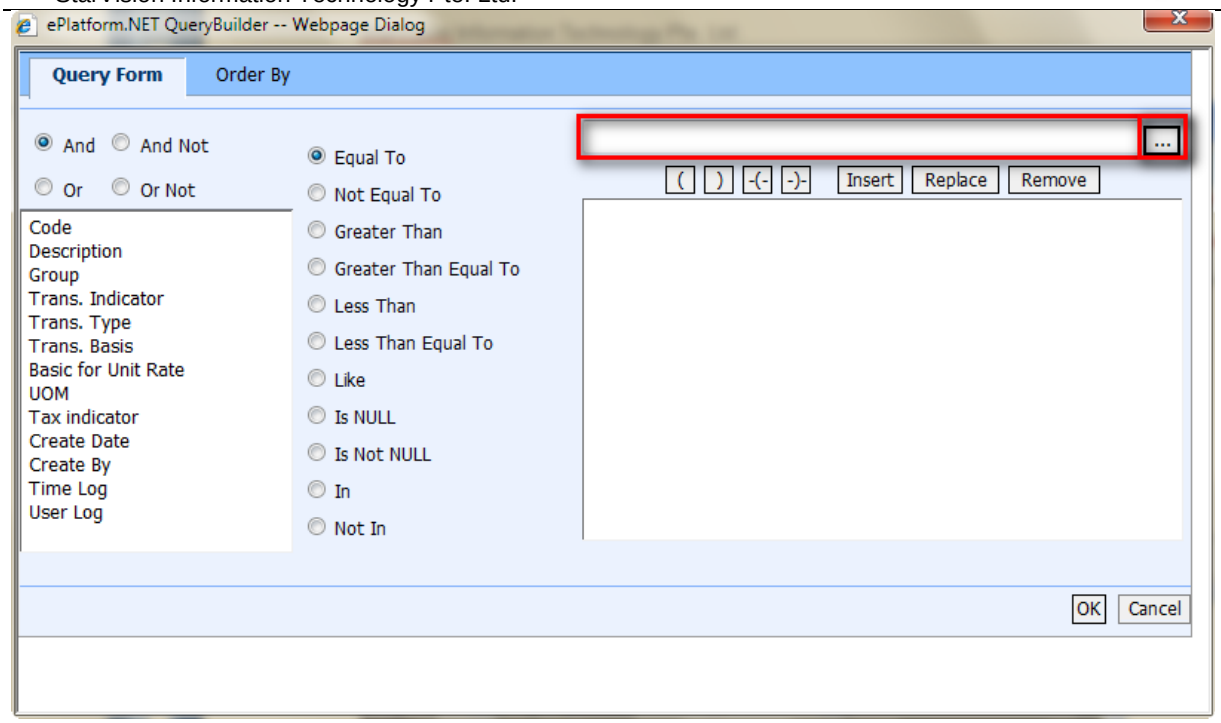


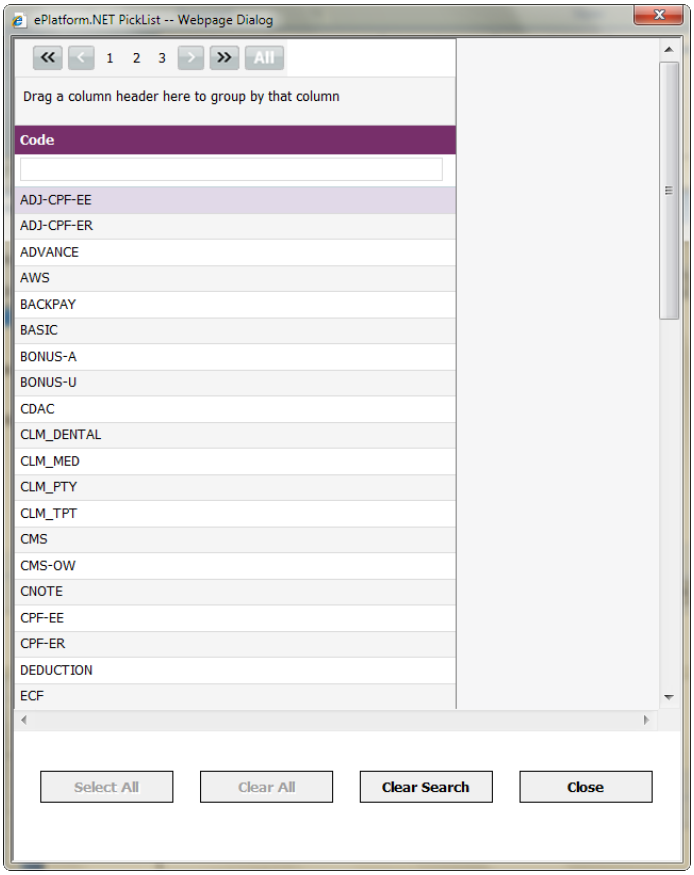
Select the desired condition from the column beside the subject screen.

Meaning of Condition



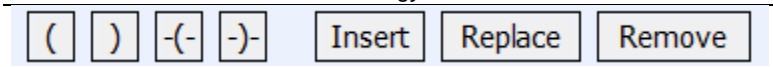
Next, enter the data in the field located in the top right hand of the **Query Form**.
You can choose to enter the data manually or select from the pick list by clicking on the selection button beside the field.





Pick List

To select the desired object, simply click once on it.

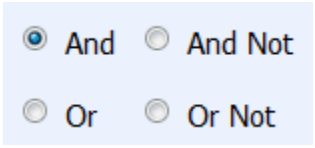


Query Form Icons

Icons	Implication
( )	Open and Close Bracket. Used together in situations of multiple conditions. Conditions within brackets will be dealt with first.
-(- -)-	Used to remove the open and close bracket respectively.
Insert	Input conditions defined.
Replace	Replace any highlighted condition with another condition.
Remove	Remove the highlighted condition.

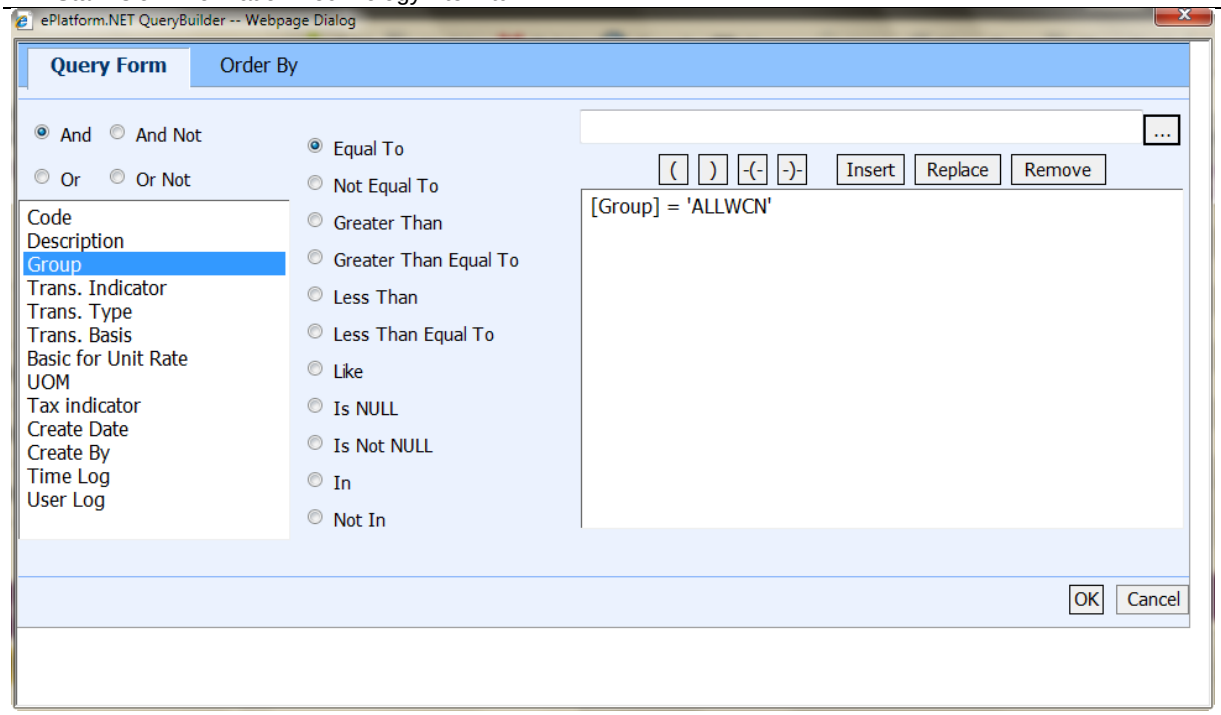
After entering a single condition, click on **Insert** to input the condition. This condition will be displayed in the screen.

To link 2 conditions together, make use of the selections located in the top left hand corner of the form after the 1st condition has been entered before entering the 2nd condition.



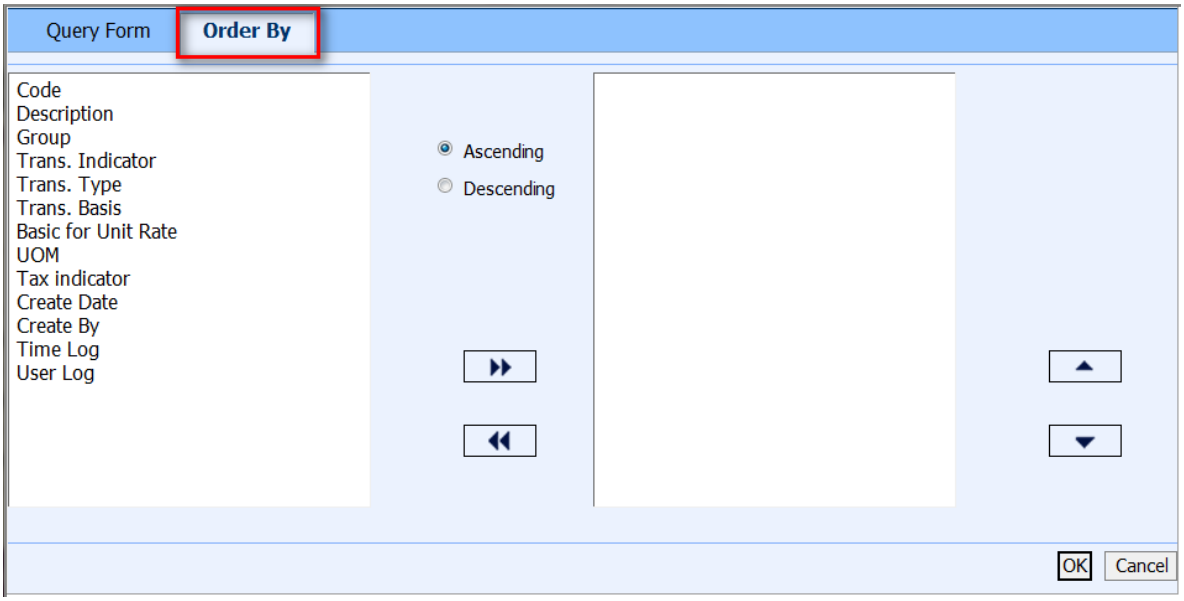
Icon	Implication
And	System will filter only records satisfying both conditions.
And Not	System will filter records satisfying the 1st condition and eliminate those that satisfy the 2nd condition.
Or	System will filter records that satisfy either condition.
Or Not	System will filter records that satisfy 1st condition or those that do not satisfy the 2nd condition.

At the bottom of the Query Form is another row of icons.



Icon	Implication
OK	Confirm conditions set.
Cancel	Exit Query Form.

By clicking on the **Order By tab**, the user can pre set the order in which the records filtered will be listed.



Order By Tab

Click on the property (From left hand screen), which the listing will be done according to. Click on to add the property to the screen on the right.

Conversely, to unselect a property, click on it and click on to return it to the screen on the left.

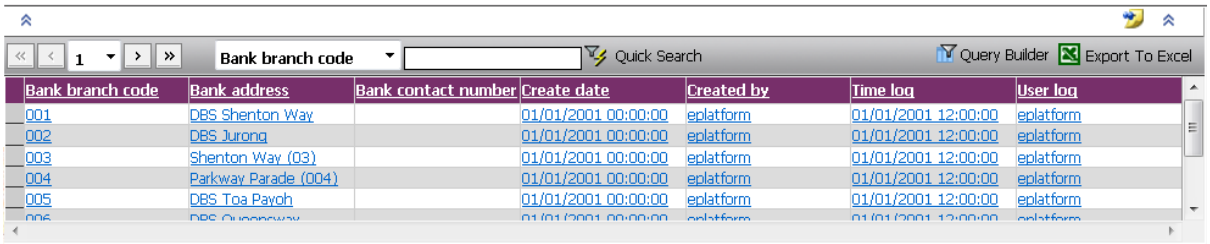
moves the property higher or lower in position/priority in the case of multiple properties selected.

Ascending Order: a, b, c, ..., z / 1, 2, 3…9
Descending Order: z, y, x, ..., a / 9, 8, 7…1

To start the filtering with conditions and order defined, click on **OK.** (Located at bottom of Order By tab)

The records, which fit the conditions laid down, will be listed in the Browser.

A typical browse screen constitutes of titled columns and rows of stored data. A sample of a browse screen is shown below.



Browser

Below is the explanation of the icons on the collapsible panel:

Click this to expand the browser for viewing.

Click this to collapse/hide the browser.

To lock current browser status (Expanded/Hidden).

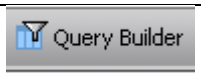
Within the browser, there are other icons to view, filter and export the information from the browser.

Browser Icons

Navigator. To view next/previous screen of records.

Search function. Select field from drop down list on the left and enter the data/keywords to search through records for a match.

Click on the button to start search process.

	Query Builder to query, filter and sort records for display in the browser.
	Export records from the browser to excel format.

3 Introduction

The system is designed primarily set up the planned time attendance for each employee weekly basis and import the time attendance based on these data. System processes the time attendance and automates the posting payable units to Payroll modules.

Functions to be performed by the system:

a) Flexible roster assignment based on self-defined shift plans.

b) Allows administrators to import clock data (Text File Format) from Reader system or data stored in Excel files to TMS.

c) Provide data entry/edit facility for user to add/amend/delete the timesheet data and facilitate electronic timesheet submission to supervisor for approval.

d) On time Supervisor approval for unmatched time records ensures compliance.

e) Seamless interface with MecWise® Payroll system allows posting the processed Time In/Out records to payroll and provide accurate results in payroll processing.

f) Seamless interface with MecWise® Leave system provide accurate workforce attendance details relating to total work hours, early hours, lateness and OT hours which are crucial for payroll processing.

g) Generate comprehensive daily and monthly statistical reports such as Time Clock Report, Overtime Report, Lateness Report, Under-time Report, Absent Report, etc.

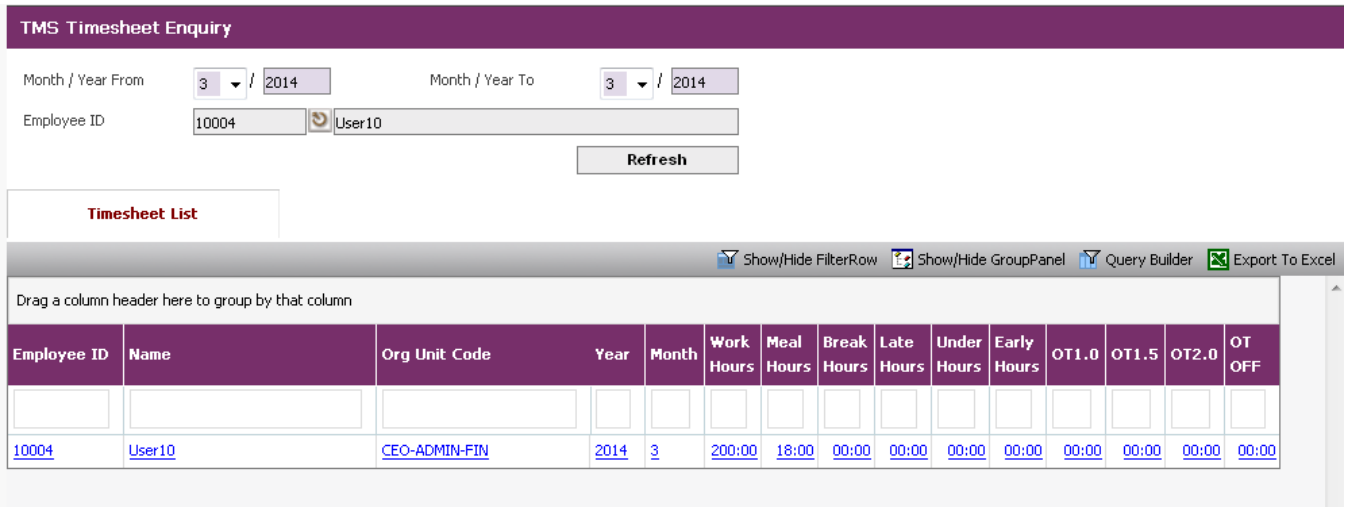
4 TMS Transaction

This section captures data used in the timesheet entry. There is a total of one module in the TMS Transaction Files:

- Timesheet Entry

4.1 Timesheet Entry

This module allows the individual user to do the time attendance entry in the timesheet.



Timesheet Entry – Timesheet List

Fields Description

Month/ Year From : This field is to capture the Month/Year

This is provided to select the processed start month/year.

Month/ Year To : This field is to capture the Month/Year.

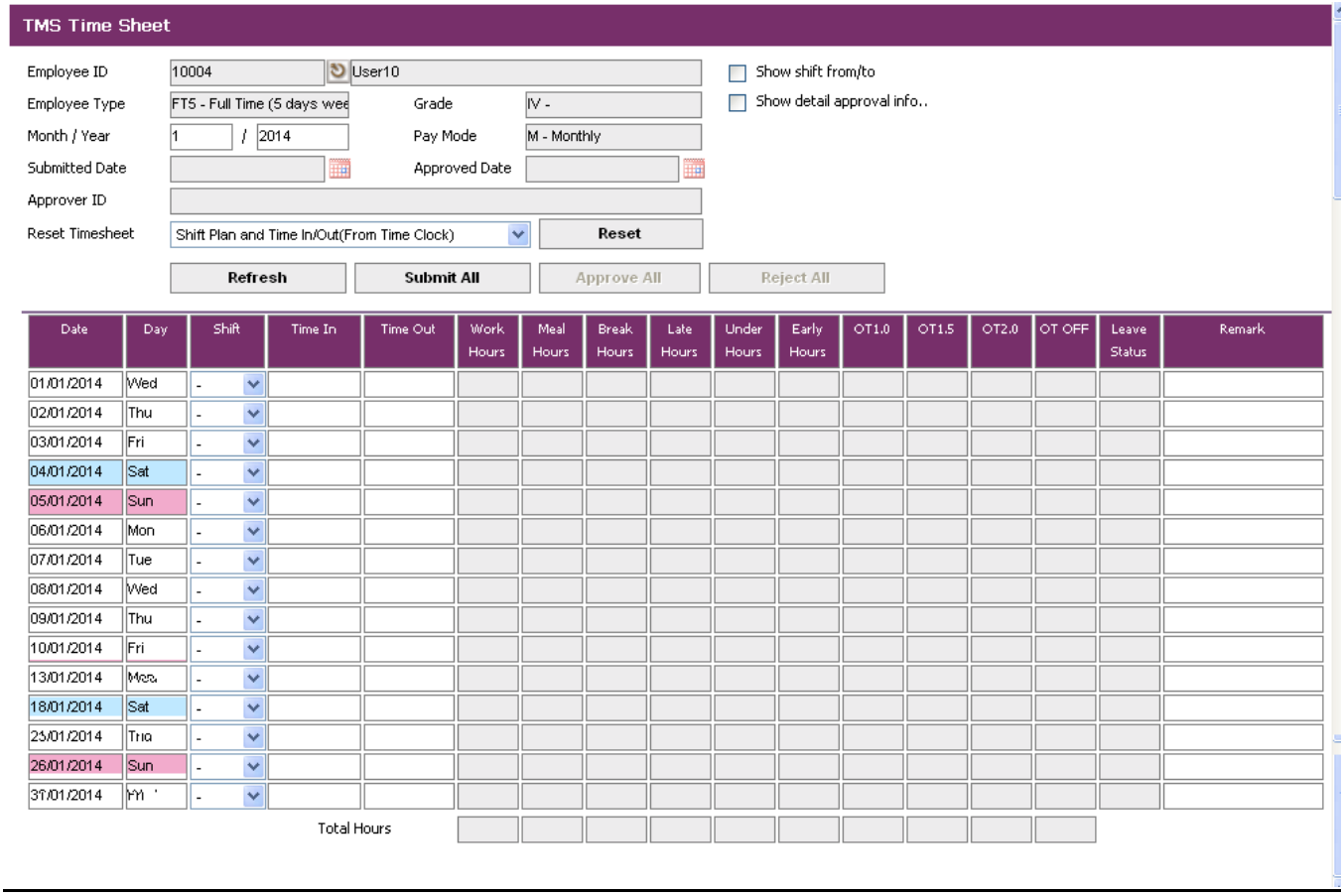
This is provided to select the processed end month/year.

Employee ID : This field is to capture the Employee ID.

This pick list is provided to list down the Employee ID and its related information.

TMS Timesheet Entry – Timesheet List Screen

This screen shows the employees' time attendance list. The user can adjust the time in/ time out and submit the timesheet.



Field Description

Employee ID : This field is to capture the Employee ID.

This pick list is provided to list down the Employee ID and its related information.

Employee Type : This field is to capture the Employee Type

Month/ Year : This field is to capture the Month/Year

This is provided to select the processed start month/year.

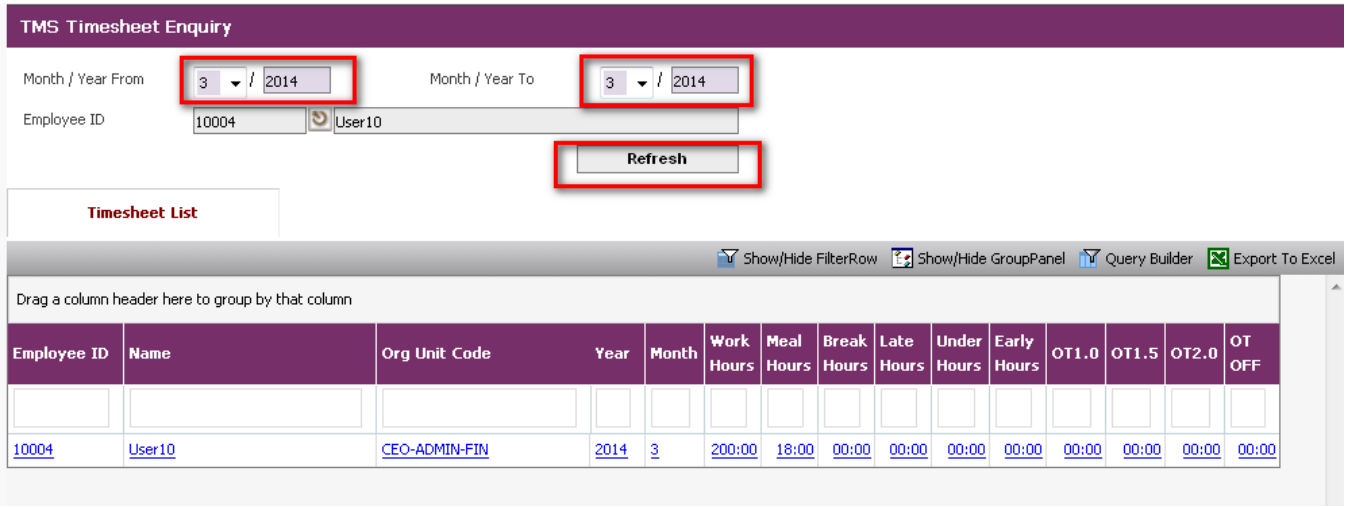
Grade : This field is to capture the Grade

Pay Mode : This field is to capture the Pay Mode

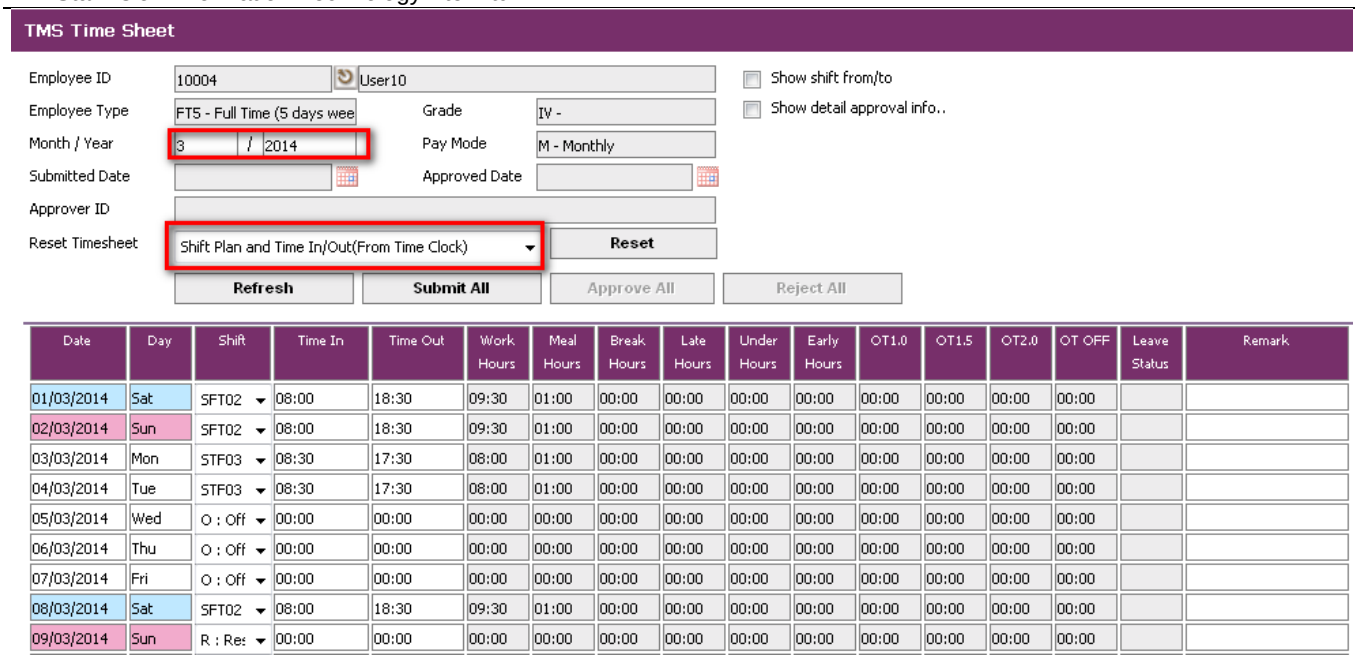
Submitted Date	:	This field is provided to indicate the Submitted Date
Approved Date	:	This field is provided to indicate the Approve date
Approver ID	:	This field is provided to indicate the approver
Submit All Button	:	This button allows the user to submit shift code, time in and time out for the selected employee.
Refresh Button	:	This button allows users to refresh the grid to view the timesheet list based on selected employee id and Month/Year.
Reset	:	This button allows the user to rest the shift code, time in and time out.

Sample of step by step transactions of Timesheet Entry

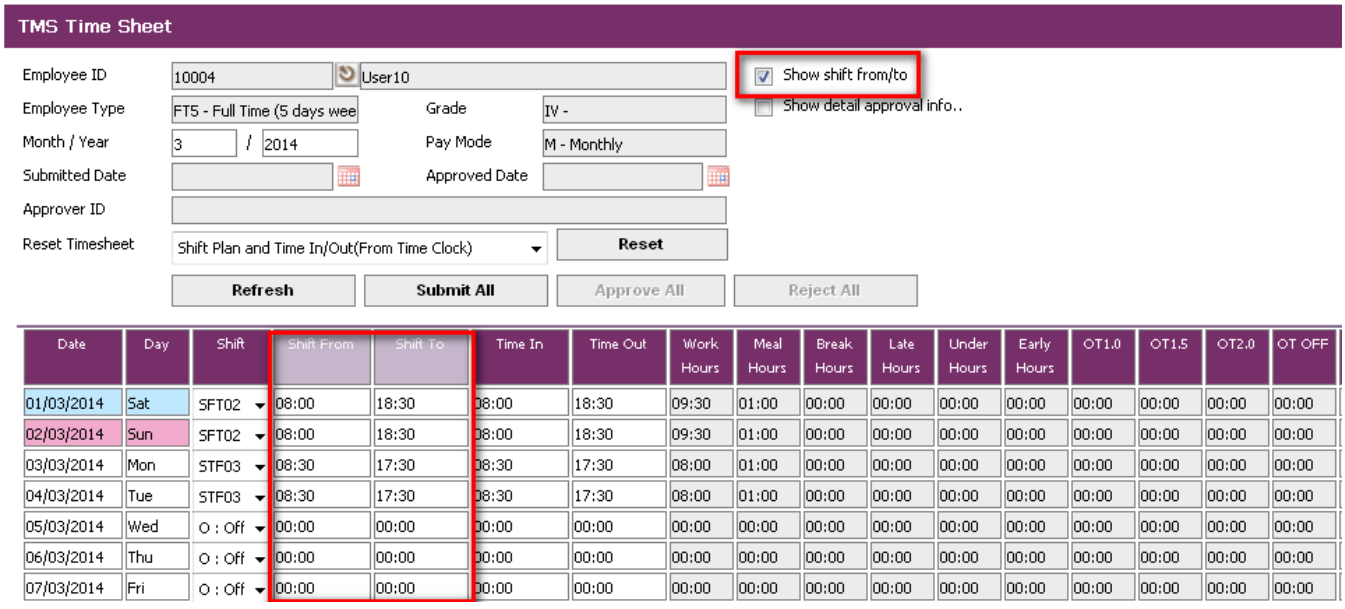
- Select “Month From/ Month To” and “Year From/ Year To”
- Click the **Refresh button**, system will generate appropriate data with Employee ID in Timesheet List.



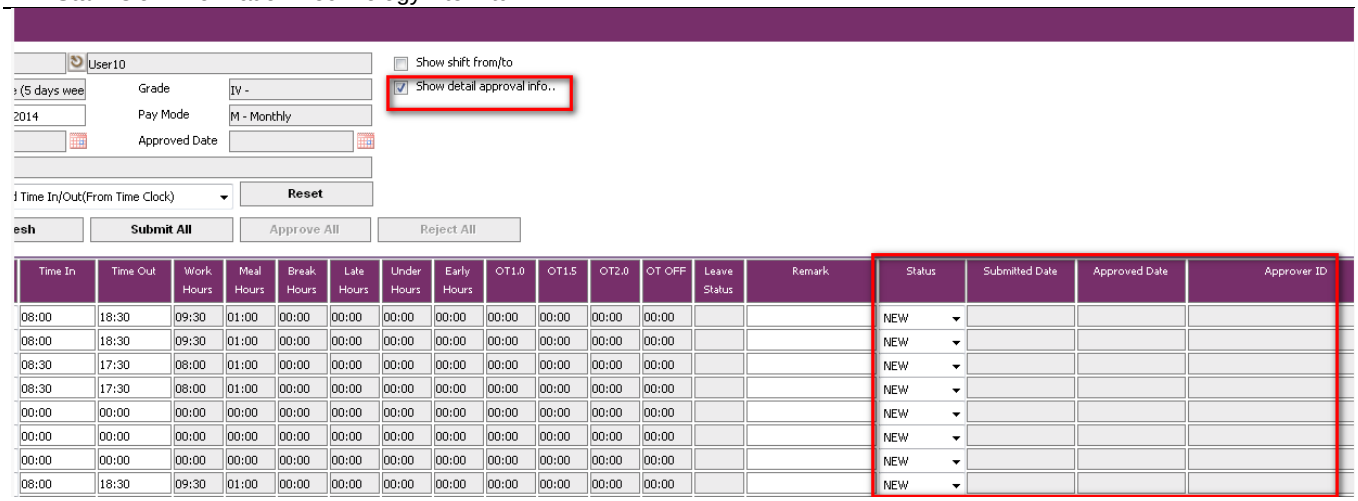
- Select the Timesheet record from the list.



- Enable check show shift from/to, System will show Shift From, Shift to column in the list.



- Enable check show detail approval info, System will show Status, Submitted Date, Approved Date and Approver ID column in the list.

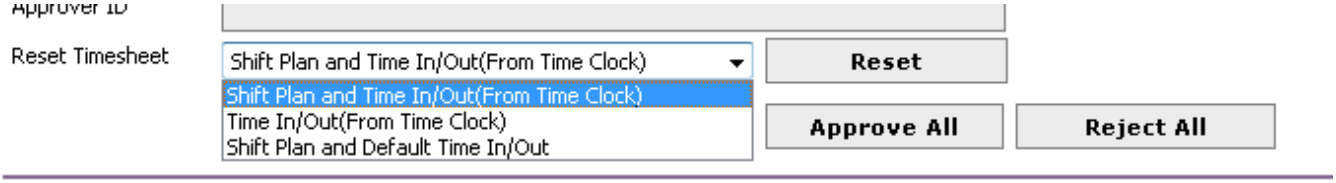


Entering Shift Code and Enter Time In, Time Out information individually

- Select the Shift Code from shift drop down list (if not imported).
- Enter the Time in, Time Out data (or) adjust the Time in, Time Out data if it is already imported using the Timesheet Import menu.

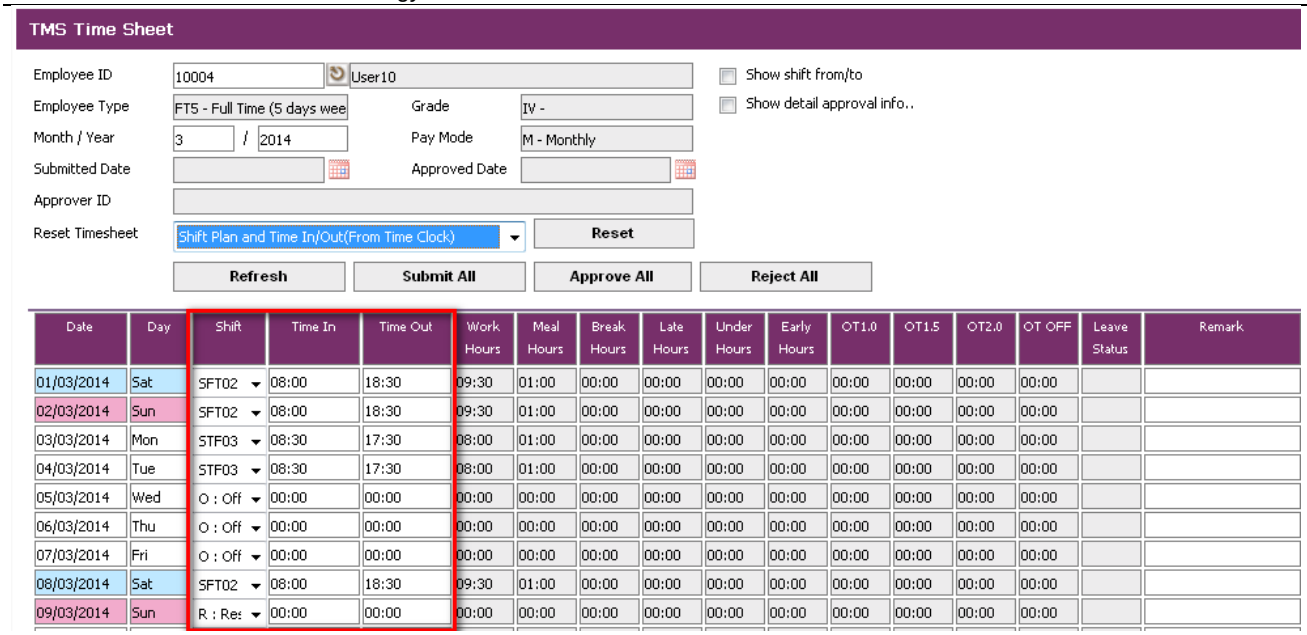
Retrieve/Reset Time In/Out Entry from Time Clock or Shift Planned Time

- To retrieve/reset Time In/Out and Planned Shift Time from Time Clock/Reader System, choose **Shift Plan and Time In/Out (from Time Clock)** and click **Reset Button**.
- To retrieve/reset Time In/Out data from Time Clock/Reader System, choose **Time In/Out (from Time Clock)** and click **Reset Button.**
- To retrieve/reset Time In/Out Entry with planned Shift Time then, choose **Shift Plan and Default Time In/Out** and click **Reset Button.**

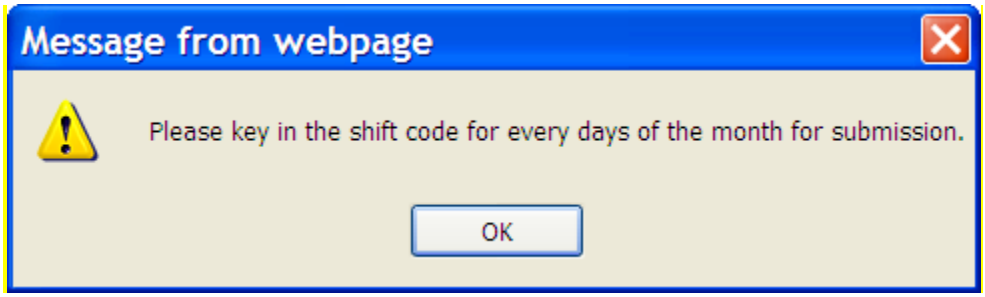


To Submit Timesheet

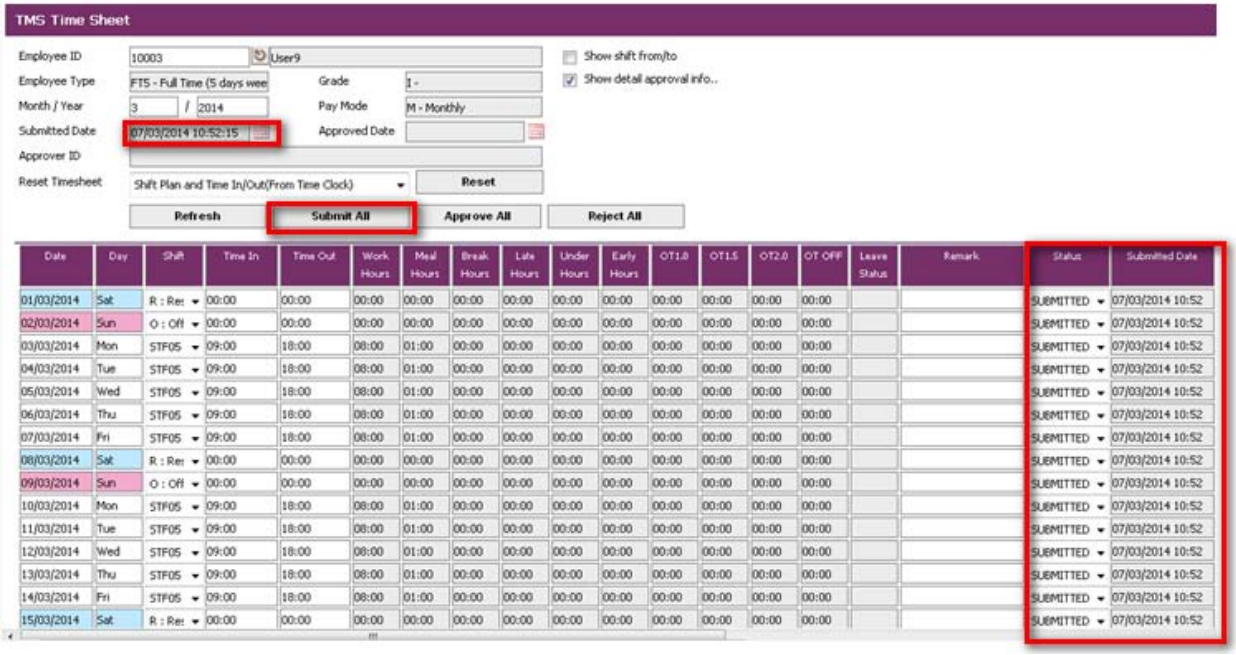
Click **Submit All** button to submit timesheet records to supervisor to approve/reject.



If there are missing time entry or shift code, system will prompt the following message:



After updating the Shift for every day of the month, Click **Submit All** button to submit again. And the system auto fills the Submitted Date as follows:


TMS Time Sheet
Employee ID
10003
User9
Employee Type
FTS - Full Time (5 days wee
Grade
1 -
Month / Year
3
2014
Pay Mode
M - Monthly
Submitted Date
07/03/2014 10:52:15
Approved Date
Approver ID
Reset Timesheet
Shift Plan and Time In/Out(From Time Clock)
Reset
Show shift from/to
Show detail approval info...
Refresh
Submit All
Approve All
Reject All
Date
Day
Shift
Time In
Time Out
Work Hours
Meal Hours
Break Hours
Late Hours
Under Hours
Early Hours
OT1.0
OT1.5
OT2.0
OT OFF
Leave Status
Remark
Status
Submitted Date
01/03/2014 Sat R : Re 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
02/03/2014 Sun O : Off 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
03/03/2014 Mon STF05 09:00 18:00 08:00 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
04/03/2014 Tue STF05 09:00 18:00 08:00 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
05/03/2014 Wed STF05 09:00 18:00 08:00 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
06/03/2014 Thu STF05 09:00 18:00 08:00 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
07/03/2014 Fri STF05 09:00 18:00 08:00 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
08/03/2014 Sat R : Re 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
09/03/2014 Sun O : Off 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
10/03/2014 Mon STF05 09:00 18:00 08:00 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
11/03/2014 Tue STF05 09:00 18:00 08:00 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
12/03/2014 Wed STF05 09:00 18:00 08:00 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
13/03/2014 Thu STF05 09:00 18:00 08:00 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
14/03/2014 Fri STF05 09:00 18:00 08:00 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52
15/03/2014 Sat R : Re 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 SUBMITTED 07/03/2014 10:52

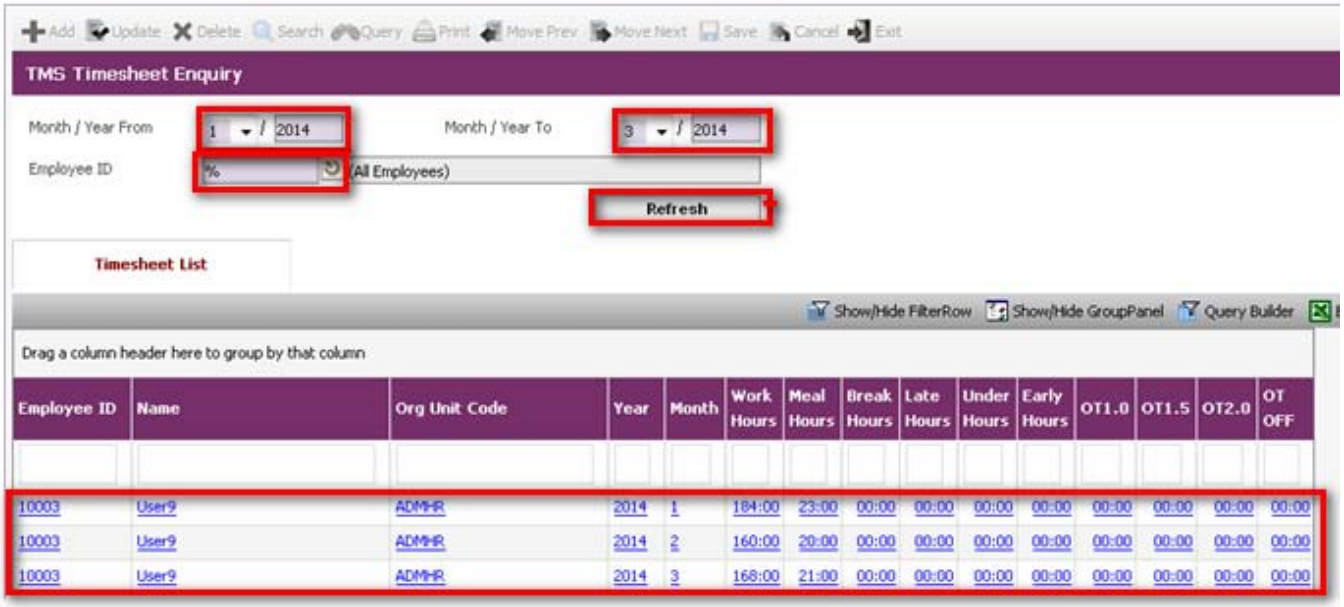
5 TMS Supervisor

The TMS Supervisor menu contains the following set of data which are necessary to approve or reject timesheet entry.

- Employee Timesheet Approval

5.1 Employee Timesheet Approval

This module allows approving officers/supervisors/Administrators to approve submitted Timesheet.



Approving Timesheet – Timesheet List

Field Description

Employee ID. : Click Pick list to Select the employee to be processed.

This field is to capture the Employee Type

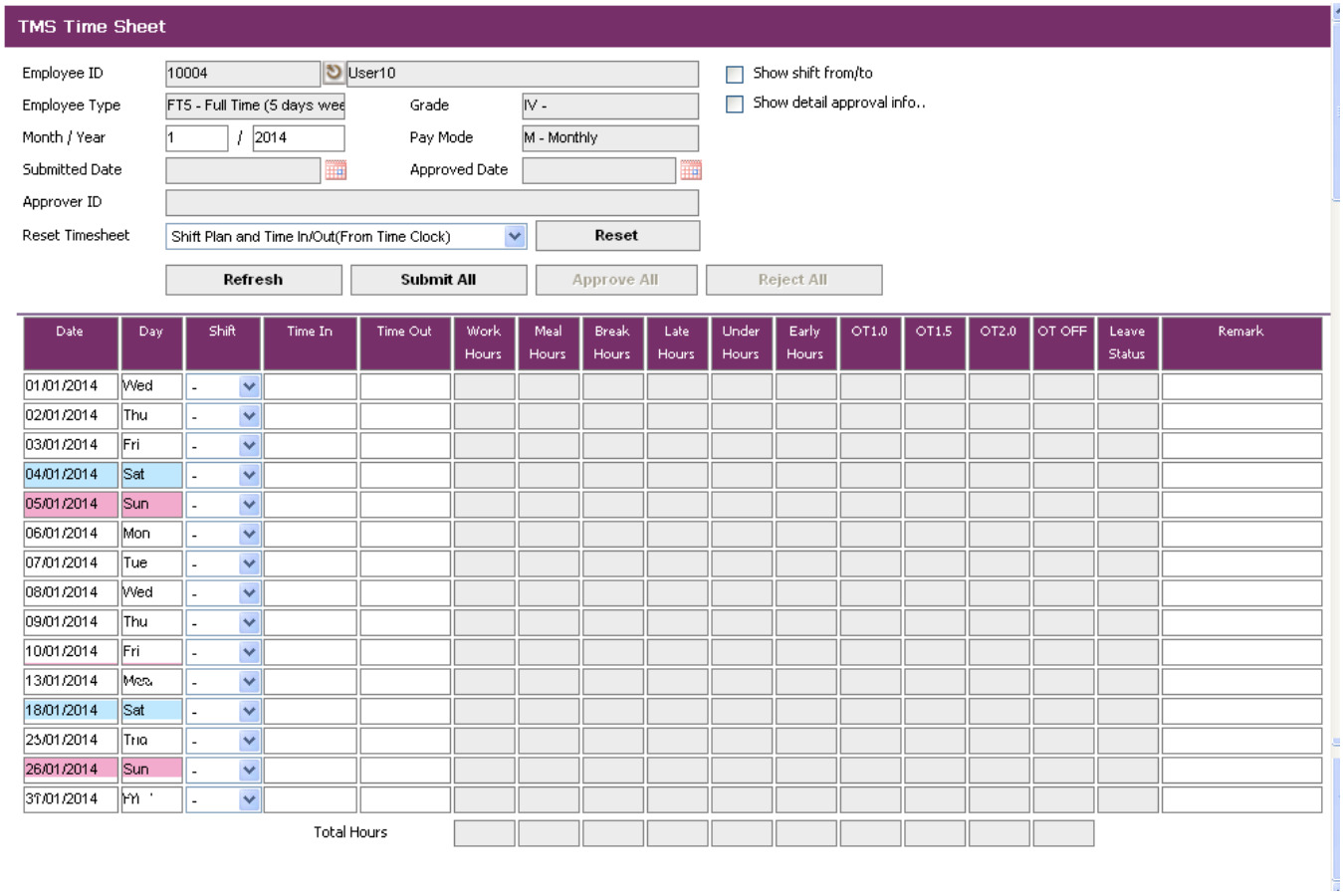
Month/Year From : To define the Start Month and Year to retrieve all records dated within this time period for processing.
This is provided to select the processed start month/year.

Month/ Year To : To define the End Month and Year to retrieve all records dated within this time period for processing.

Refresh Button : This button allows users to refresh the grid to view the timesheet list according to selected employee id.

Employee Timesheet Approval – Timesheet List Screen

This screen show the individual employee time attendance list.



Field Description

Employee ID : This field is to capture the Employee ID.

This pick list is provided to list down the Employee ID and its related information.

Employee Type : This field is to capture the Employee Type

Month/ Year : This field is to capture the Month/Year

This is provided to select the processed start month/year.

Grade : This field is to capture the Grade

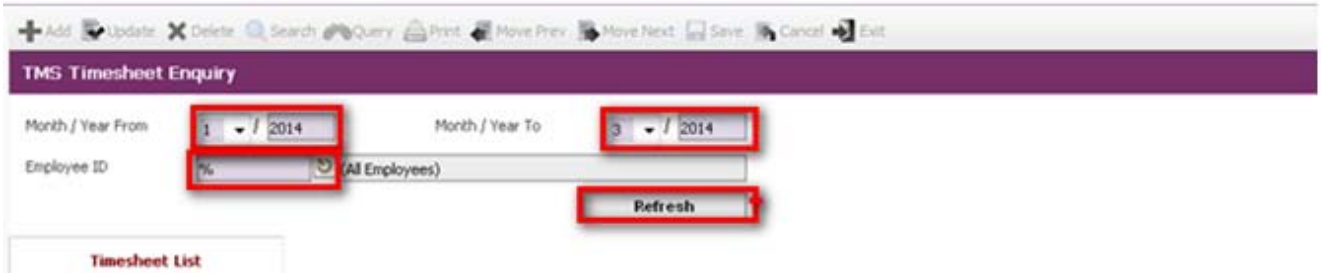
Pay Mode : This field is to capture the Pay Mode

Submitted Date	:	This field is provided the Submitted Date
Approved Date	:	This field is provided the Approve date
Approver ID	:	This field is provided the approver
Reset Timesheet	:	This field is provided the Reset Timesheet condition
Submit All Button	:	This button allows the user to submit shift code, time in and time out for the selected employee.
Refresh Button	:	This button allows users to refresh the grid to view the timesheet list based on selected employee id and Mont/Year.
Reset	:	This button allows the user to rest the shift code, time in and time out.

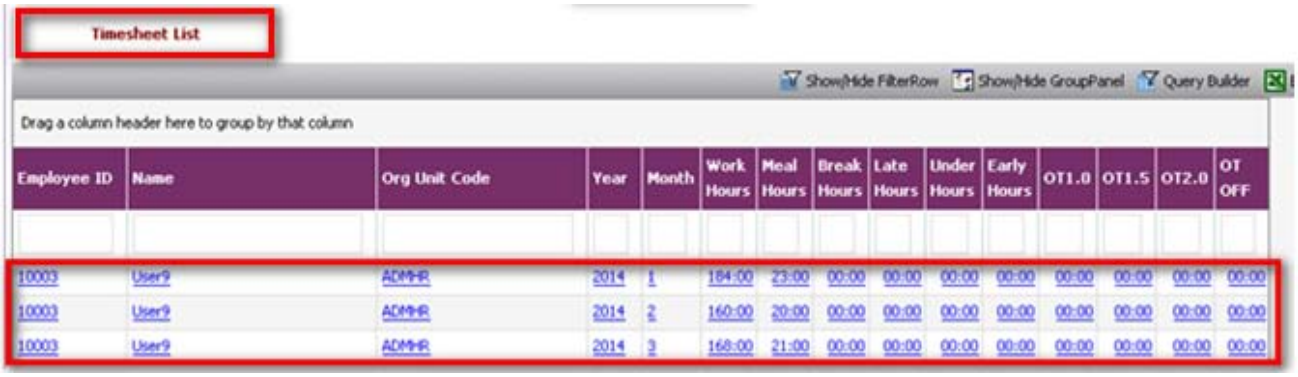
About the Header Screen

Sample of step by step transactions to approve Employee Timesheet (Approval)

- Select Month/Year From, Month/Year To.
- Select Employee ID from the Pick list of Employee ID.
- Click **Refresh Button**.

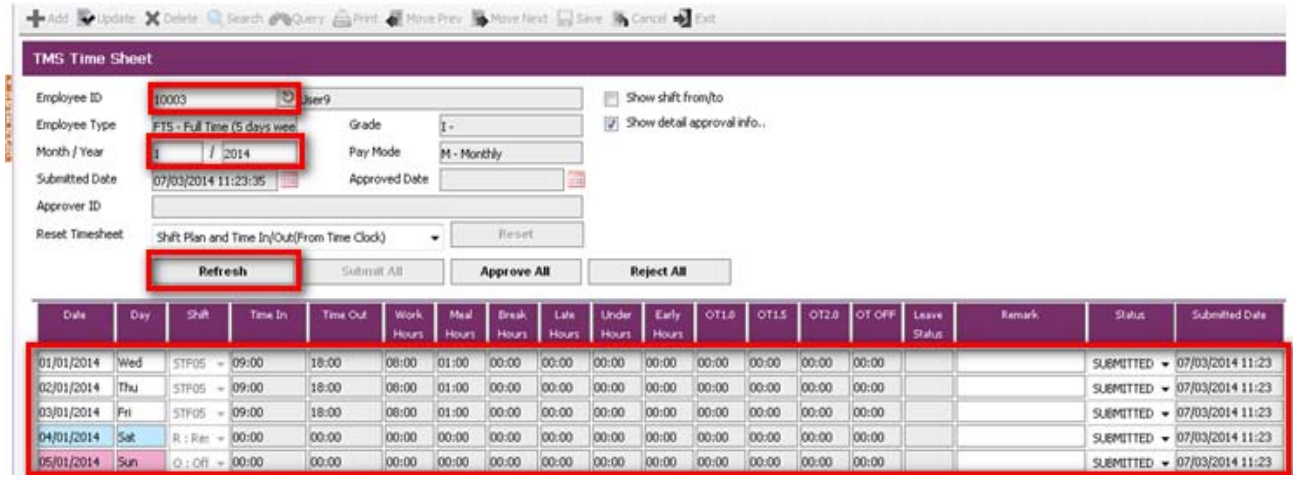


- System will display the timesheet list in the grid.
- Select the record from the list.

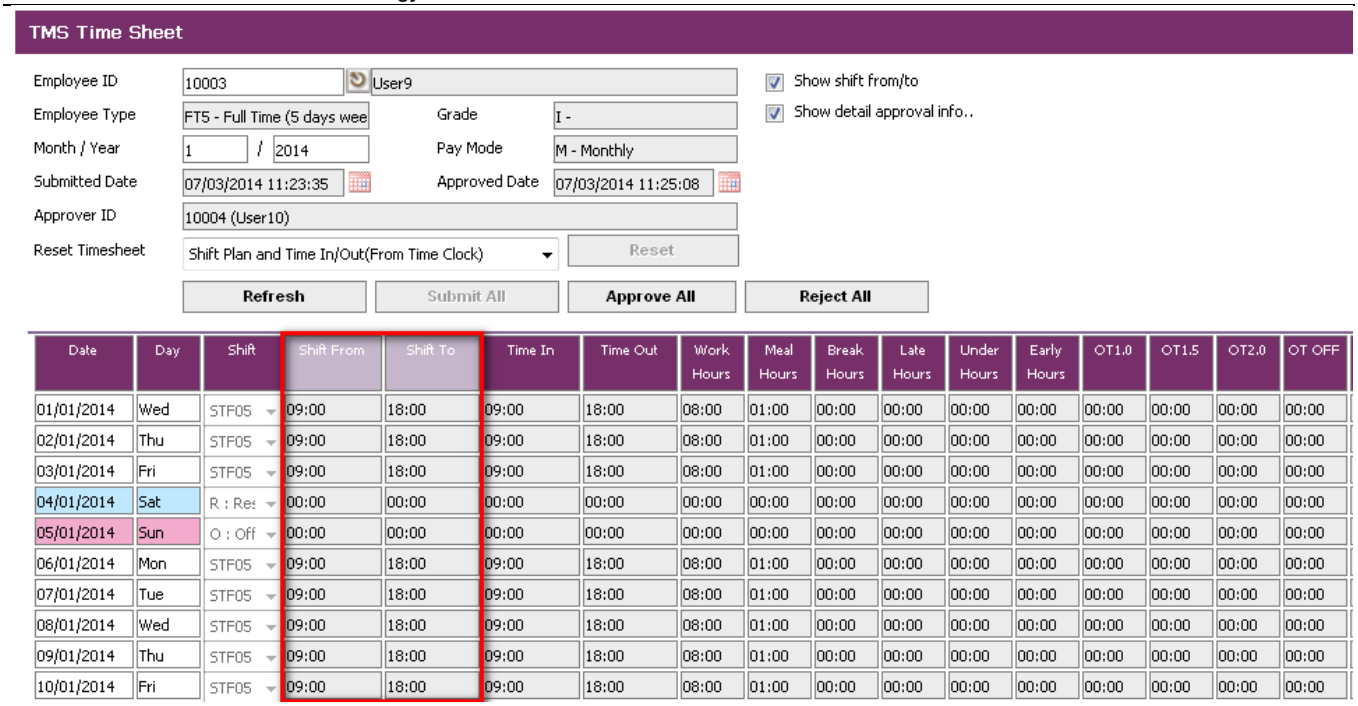


About the Detail Screen – Employee Timesheet detail

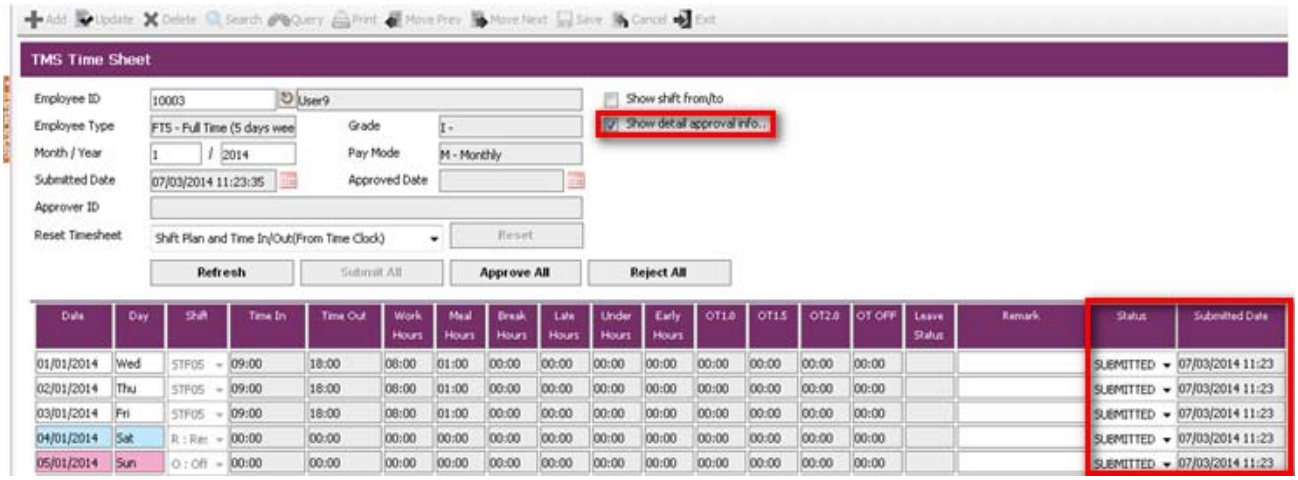
- Select Employee ID to approve/ reject timesheet list.



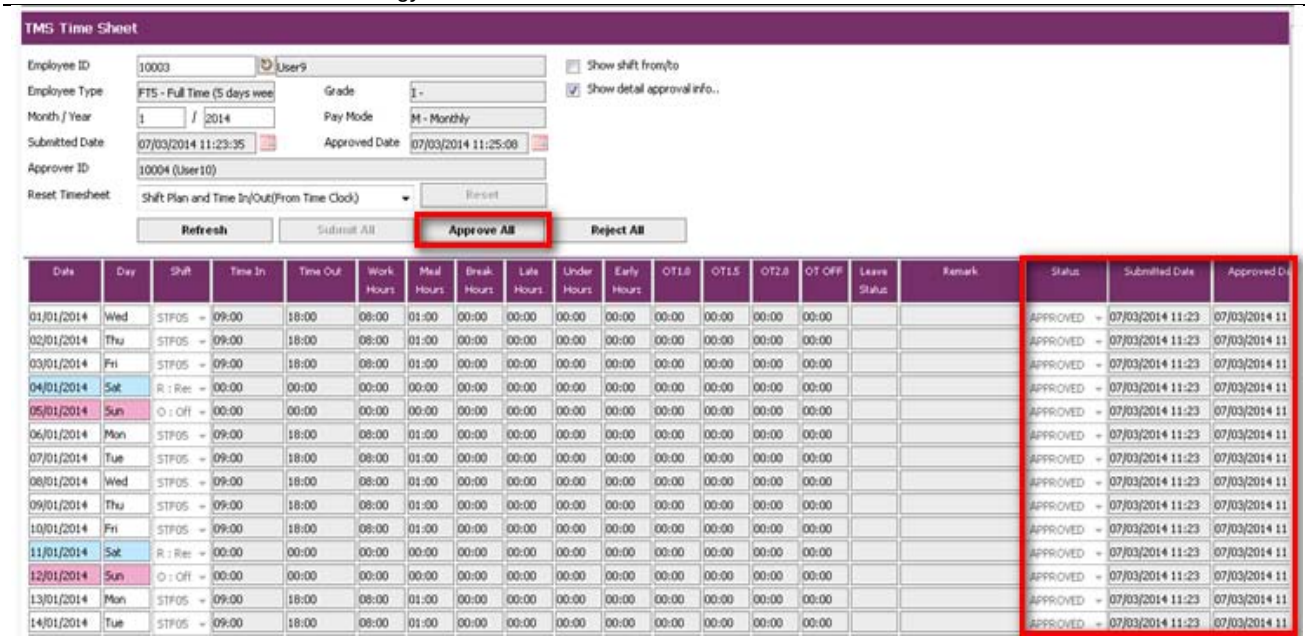
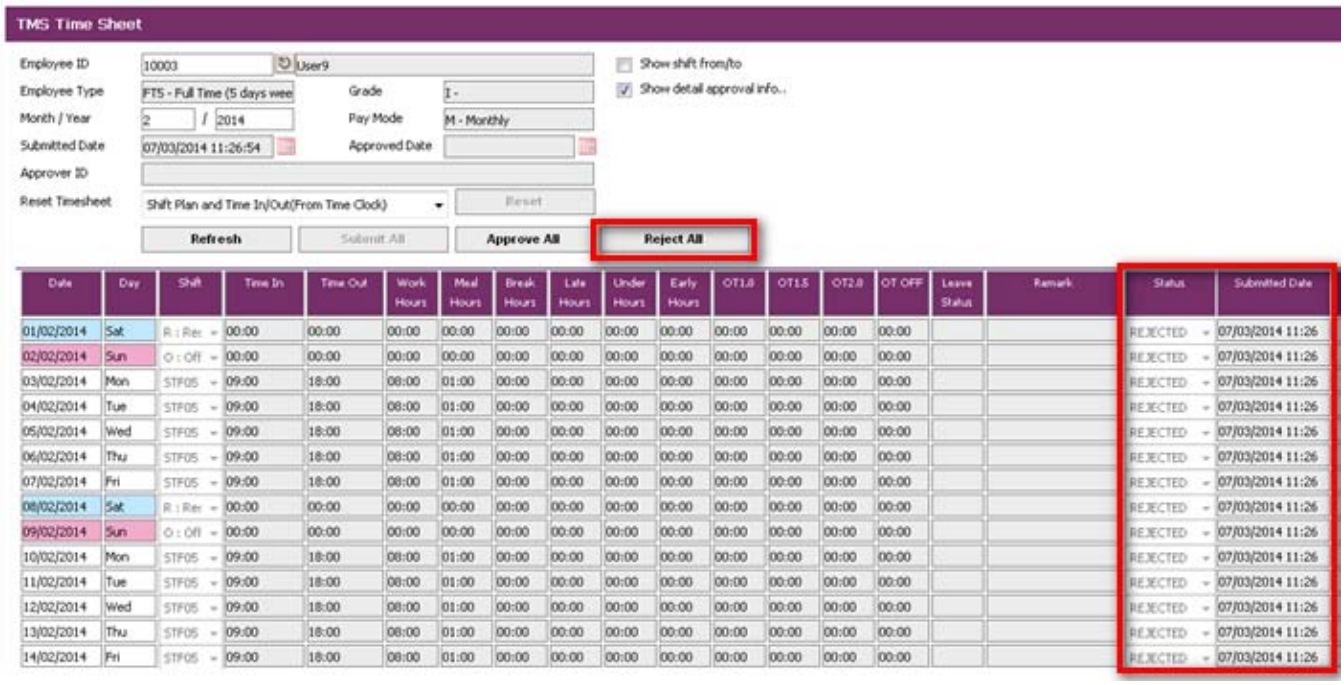
- Enable check show shift from/to, System will show Shift From, Shift to column in the list.



- Enable check show detail approval info, System will show Status, Submitted Date, Approved Date and Approver ID column in the list.



- Click **Approve All button** for approving timesheet records.



- Click **Reject All button** for rejecting all time sheet records.